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SOCIAL SECURITY AND UNEMPLOYMENT COMPENSATION BENEFITS

SECTION II: UNEMPLOYMENT COMPENSATION BENEFITS

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1. GENERAL

This regulation contains basic information about the rights and privileges of Agency employees under the unemployment compensation program, established for Federal civilian employees by P. L. 767, 83d Congress, and prescribes responsibilities and procedures for administering the program within the Agency. The new law, which became effective 1 January 1955, affects staff employees and staff agents.

2. RESPONSIBILITIES

- a. The Director of Personnel has general responsibility for ensuring that staff employees and staff agents are advised of their rights under the Act, following their separation from the Agency, and that they receive a copy of Standard Form 8: Notice to Separated Federal Employees (SF-8).
- b. The Comptroller is responsible for executing Forms ES-931: Request for Wage and Separation Information, and ES-934: Request for Information or Reconsideration of Federal Findings, received from an employment security agency in the District of Columbia, a State or territory (hereafter referred to as State agency).
- c. The Central Cover Branch, Office of Deputy Director (Plans), will review each SF-8 initiated for a staff agent who is separated from the Agency, and will advise the office concerned with regard to any special debriefing necessary concerning application for unemployment benefits. The Central Cover Branch will also review any Form ES-931: Request for Wage and Separation Information, received which concerns any employee who was employed as a staff agent during any part of his employment in order to determine the need for special handling of the replies.
- d. The Office of Security will provide advice and guidance on security problems arising from the processing of Standard Forms 8 and Forms ES-931 for staff employees. Employees debriefed by the Office of Security will be advised of any security implications attendant to the application for unemployment compensation benefits. The Office of Security may modify data on the SF-8, as executed by the Office of Personnel, if necessary for security reasons.

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3. ELIGIBILITY

- a. Each State unemployment compensation law sets forth the conditions under which benefits are payable to individuals who have had sufficient base-period employment.
- b. Although conditions vary among the States, all State laws require a claimant to be able to work and to be available for work. Each State disqualifies a worker if he quits his job voluntarily without good cause, was discharged for misconduct connected with his work, or refuses suitable work without good cause. The form of disqualification depends on the provisions of the applicable State law. Some State laws require only a postponement of benefit payments; others require a reduction in the maximum potential amount payable in benefit year; and still other States require a combination of the postponement and reduction of benefits. The reduction of benefits sometimes amounts to a complete cancellation of benefits during a benefit year.
- c. An individual is ineligible for benefits until the lapse of any period covered by a lump-sum leave payment.

4. BENEFITS

- a. Among the States, maximum weekly benefits vary, ranging from \$20 to \$35 per week over periods of 16 to 26 weeks in a benefit year. Some States augment benefits by an allowance for dependents.
- b. Benefit rights of an employee separated from a headquarters duty station, will be determined by the District of Columbia employment security agency, except that the employee's State of residence will have jurisdiction if either of the following circumstances obtains:
 - (1) The employee resigns while overseas.
 - (2) The employee performs service in private industry covered under the State law, following termination of Agency employment and prior to application for benefits.
- c. The benefit rights of an employee separated from a permanent duty station in [redacted] field will be determined by the laws of the State in which his last official permanent duty station was located.

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5. PROCEDURES**a. INFORMATION ON BENEFITS**

A staff employee separated from the Agency will be advised by the Office of Personnel of those basic requirements of eligibility for unemployment compensation benefits which are defined in the Act and which apply in all States. No attempt will be made by the Office of Personnel, however, to make a specific determination of an individual's eligibility for benefits or the amount of his benefits, since these factors vary among State laws and are adjudicated by the State agency concerned. In appropriate cases, the Office of Personnel will prepare letters to staff employees who are terminated outside the Washington area relative to their rights and privileges, and the procedures to be followed in making application for benefits. General information on benefits and application procedures will be provided staff agents by the operating office concerned. Such general information is contained in [redacted]

b. PROCESSING OF STANDARD FORM 8**(1) Separations at Headquarters**

- (a) Subject to the exceptions contained in paragraph 5b(4) below, the Office of Personnel will present a copy of SF-8 to each staff employee being separated at headquarters during the exit interview procedure, and will advise the employee concerning its use in applying for bene-

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fits. If the employee has never applied for a social security number, he will be instructed as to the procedure for obtaining one, in a manner consistent with security requirements. The employee will present the form to the Office of Security for review at the time of his security debriefing.

- (b) The Office of Personnel will initiate an SF-8 for each staff agent being separated at headquarters, and forward it to the office concerned. The office concerned will coordinate the SF-8 with the Central Cover Branch, DD/P, prior to delivering it to the individual, and will advise him concerning any security requirements that must be observed in applying for benefits and a social security number, if needed.

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(2) Separations [REDACTED] In Absentia

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- (a) A staff employee who resigns from a permanent duty station in the [REDACTED] or in absentia from a permanent headquarters assignment will receive an SF-8 from the Office of Personnel through the mail as soon as the effective date of his separation is established. Subject to the exceptions contained in paragraph 5b(4) below, the Office of Personnel will forward the SF-8 to the employee's last known address in the United States after appropriate coordination with the Office of Security, and will advise the employee of any necessary instructions concerning the manner in which he may apply for benefits and a social security number, if needed.

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- (b) A staff agent who resigns from a permanent duty station [REDACTED] in absentia from a permanent headquarters assignment will receive an SF-8 by mail. The Office of Personnel will initiate the SF-8 as soon as the effective date of his separation is established, and forward the SF-8 to the operating office concerned. The operating office concerned will coordinate the SF-8 with the Central Cover Branch, DD/P, before forwarding it to the employee's last known address in the United States. In order that the SF-8 may be initiated at the earliest possible date, the office that initiates an SF-52 in such cases will forward directly to the Office of Personnel an extra copy of the SF-52, which is in addition to the regular distribution required.

(3) Separations Overseas

- (a) A staff employee or staff agent who leaves the Agency while assigned to a permanent duty station overseas will not receive an SF-8 until such time as he returns to an area with a local public employment office (in the 48 States, District of Columbia, Alaska, Hawaii, Puerto Rico, and the Virgin Islands). At the time of separation, the employee will be advised in the field that he must notify the Office of Personnel at headquarters upon his return to one of the areas defined above in order to obtain an SF-8.
- (b) When the Office of Personnel is contacted by a former staff employee in accordance with the provisions immediately above, it will complete the SF-8 and forward it to the address indicated by the requester, following appropriate coordination with the Office of Security and with the Central Cover Branch, if necessary in accordance with the provisions of paragraph 5b(4) below. When the SF-8 is requested by a former staff agent, the form will be initiated by the Office of Personnel and forwarded, along with the request, to the operating office concerned for transmittal to the requester, following coordination with the Central Cover Branch.

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c. PROCESSING OF REQUESTS FOR INFORMATION BY STATE EMPLOYMENT SECURITY AGENCIES

- (1) The execution and coordination of Forms ES-931 will normally be completed by the Office of the Comptroller within four workdays. If it is impossible, however, due to security or other considerations, to complete a reply within the four day limit, the Office of the Comptroller will advise the requesting agency of the delay and estimate the date by which a reply may be expected.
- (2) Replies to these requests for information will be coordinated, when necessary, with the Office of Security or the Central Cover Branch, DD/P, as appropriate, to ensure that the information released is consistent with security requirements.
- (3) A file of all Forms ES-931 received in the Office of the Comptroller will be maintained by that Office for the purpose of processing requests for further information and preventing additional claims for benefits.

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- (4) The Office of the Comptroller will execute Forms ES-634 received from State agencies, after coordinating the forms, if necessary, with the Office of Personnel, the Office of Security, and the Central Cover Branch, DD/P, as appropriate.

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment # 2